

STATE ASSESSORS BOARD MEETING
Approved Minutes of May 18, 2007
Treasury Bond Finance Board Room
Located at 430 W. Allegan, Lansing, Michigan

CALL TO ORDER: 9:30 a.m., May 18, 2007 in the Treasury Bond Finance Board Room, 430 W. Allegan, Lansing, Michigan.

<u>ROLL CALL:</u>	Members Present:	Lisa A. Hobart, Chairperson Henry O. Allen, Vice Chairperson Maxine J. McClelland, Member Frederick W. Morgan, Member
	Excused Absence:	Raman A. Patel, Member
	Staff Present:	Kelli Sobel, Interim Executive Secretary LaNiece Densteadt, Recording Secretary

APPROVAL OF MINUTES: Approval of minutes of the April 19, 2007, State Assessors Board Meeting Motion by McClelland, seconded by Allen and unanimously approved.

PUBLIC COMMENT:
Chairperson Hobart thanked Kelli Sobel for filling in as Interim Executive Secretary.

Richard Sharland asked if the Assessment Compliance Committee was meeting at 1:30 p.m. and if it was open to the public.

FINANCIAL REPORT: Motion by Allen and seconded by Morgan to receive and file the report and unanimously approved.

EDUCATIONAL PROGRAMS:

1. A request to waive the exam fee for State Employees was brought to the board. A motion by Allen and seconded by Morgan was made to waive the fee through September 30, 2007 in light of the fiscal crisis and unanimously approved.
2. A motion by Allen and seconded by Morgan to receive and file the 6 hour renewal evaluations. The motion was unanimously approved.
3. A motion by Morgan and seconded by McClelland to move amended test questions for review to closed session. The motion was unanimously approved.
4. Motion by Morgan, seconded by Allen to approve a request for 6 hours of educational renewal credit for and educational program titled Basic Assessing at Muskegon Heights on May 4, 2007. The motion was unanimously approved.

Educational Programs Continued:

5. Motion by Morgan, seconded by Allen to approve a request for 6 hours of educational renewal credit for and educational program titled Sales Comparison Approach to Value at Escanaba on May 1, 2007. The motion was unanimously approved.
6. Motion by McClelland, seconded by Morgan to Appoint Rick Vincent to the Test Committee. The motion was unanimously approved.

OLD BUSINESS:

7. Motion by Allen, seconded by Morgan to move the November State Assessors Board Meeting from November 23, 2007 to November 16, 2007. The motion was unanimously approved.
8. Motion by McClelland, seconded by Morgan to waive the Level 4 requirement for China Township, St. Clair County pursuant to the memo from St. Clair County Equalization that they would assess the DTE Power Plant in the Township. The motion was unanimously approved.
9. John Awrey appeared on behalf of Arenac County to discuss the Equalization Director vacancy in the County. A motion by Morgan, seconded by McClelland to table this item until the June 21st meeting and ask the Interim Executive Secretary to ask the County Board of Commissioners to provide their plan for filling the vacancy and any arrangements they have made for the interim time period. The motion was unanimously approved.

NEW BUSINESS:

10. The State Assessors Board discussed the importance of Board members attendance at the MAA and MAED Conferences. Chairperson Hobart will be corresponding with the Deputy Treasurer.
11. Motion by Morgan, seconded by McClelland to approve Barry Simon to use the SAB Manual to teach and proctor an examination for the Personal Property Examiner Test. The motion was unanimously approved.
12. Interim Executive Secretary Sobel provided an updating on the selection process for replacing the Executive Secretary.
13. Motion by Morgan, seconded by Hobart to approve the experience requirement for Level 3 for Kelli Sobel and Kevin VanGieson. The motion was unanimously approved.
14. Motion by Morgan, seconded by Allen to table this item until the June 21, 2007 meeting and ask the Interim Executive Secretary to ask Kalkaska County Equalization Department to provide detailed information on her time line and plans for obtaining her Level 3 and for the Interim Executive Secretary to provide the board with State Equalization Value information for the County. The motion was unanimously approved.

CERTIFICATION APPLICANTS: Motion by Allen, seconded by Morgan to approve amendments to the certification list. The motion was unanimously approved.

CERTIFICATION APPLICANTS

May 18, 2007

LEVEL 1

Kimberly Bruner
Karen Hunyady
Eric M. Light
Gwen S. Monk
Carol P. Price

Michelle Deaton
Glenda King
Kevin T. MacDermaid
Richard F. Monk
Charlene Schnelle

Brian Grimm
Karen Jo Lieb
Teresa M. Meredith
Joan K. Nelson
Shellie M. Tipton

LEVEL 2

Gwen S. Monk
Lora L. Osterman

Richard F. Monk

Joan K. Nelson

LEVEL 3

Darrin P. Kraatz

CERTIFICATION TOTALS AS OF 5/18/2007

LEVEL 1	682
LEVEL 2	1,002
LEVEL 3	891
LEVEL 4	151
Total	2,726

CLOSED MEETING:

According to the Freedom of Information Act, Section 15.243 (1) (b) (ii) and Closed Sessions, permissible purposes 15.268 Sec. 8 (h)

Motion by Morgan, seconded by Allen to go into closed session. Roll Call Vote: Hobart-Yes, Allen-Yes, McClelland-Yes, and Morgan-Yes. The motion was unanimously approved.

Closed session to review:

Closed Meeting Minutes:

1. Closed meeting minutes for April 19, 2007

Revocations:

2. Revocation Petition 05-0027 (at the request of assessor to be in closed session)
3. Revocation Petition 07-0006
4. Revocation Petition 06-0028

Other Items:

5. Test Questions
6. Narrative Appraisal 200

Motion by Morgan, seconded by Allen to return to open session. Roll Call Vote: Hobart-Yes, Allen-Yes, McClelland-Yes, and Morgan-Yes. The motion was unanimously approved.

OPEN MEETING

Closed Meeting Minutes:

- Motion by Morgan, seconded by Allen to approve the closed meeting minutes for March 23, 2007. The motion was unanimously approved.

Revocations:

- Motion by Allen, seconded by Morgan to dismiss revocation petition 05-0027 because no violation of rule 211.447 occurred. The motion was unanimously approved.
- Motion by Allen, seconded by McClelland to dismiss revocation petition 07-0006 because no violation of rule 211.447 occurred. The motion was unanimously approved.
- Revocation 06-0028 motioned by Morgan, seconded by Allen to ask the assessor and contract assessor to appear at the June 21 meeting for an informal revocation hearing. Staff from the Assessment Certification Division was also asked to attend the meeting. The motion was unanimously approved.

Miscellaneous:

- Motion by McClelland, seconded by Morgan to approve test questions with the striking of question 2 on page 20. The motion was unanimously approved.
- Motion by Allen, seconded by Morgan to approve the grader's grade for narrative Appraisal Number 200 which was the first grading. The motion was unanimously approved.

OTHER BUSINESS:

1. Motion by Morgan, seconded by Allen to receive and file Policy on Assessor Renewal. The motion was unanimously approved.

Other Business Continued:

2. Motion by Morgan, seconded by Allen to receive and file 211.44 Administrative Fee. The motion was unanimously approved.
3. Motion by Morgan, seconded by Allen to receive and file Assessor Entry of Property. The motion was unanimously approved.
4. A workshop needs to be set for 1:30 at the MAED Conference – Workshop items include: conditional certification, policy renewal, proctoring exams and review of State Assessors Board policies. The motion was unanimously approved.

ANNOUNCEMENTS:

The next meeting is scheduled for Thursday, June 21, 2007 at the Treasury Bond Finance Board Room in the Austin Building at 430 W. Allegan, Lansing, Michigan.

ADJOURNMENT:

Motion by Morgan, seconded by Allen to adjourn the meeting at 11:30 a.m. The motion was unanimously approved.

Respectfully Submitted,

Lisa A. Hobart, Chairperson

Kelli Sobel, Interim Executive Secretary